

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF MEDICAL SERVICES AND HOSPITALS
CANCER CONTROL SERVICES

3. Authorization Requested (Check only one of the squares below).

A

☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. FOUR COUNTY CANCER STUDY - WORK FILE

Quantity: 9 drawers (13 cubic feet)

Dates: 1948-1951

File Arrangement: Alphabetical by name of patient

Disposable Amount: 13 cubic feet

These records were prepared during a cancer research study made in Frederick, Harford, Montgomery, and Washington Counties, 1948-1951. Results of this study have been published and no use has been made of the work file since the study was completed. The work file consists of a case folder for each individual interviewed and examined, whether or not treatment was necessary. Records in the folder include one or more of the following:

Code Sheet - used for preparing a punch card

Physician's Report

Pathologist's Report

Tumor Clinic Report

Hospital Report

First Visit Card (U.S. Public Health Service Form No. 925)

Interoffice Memoranda

Change of Address

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.1/27/56
Date

Archivist

Date

Secretary